



WILLIAMSON COUNTY
Department of Sewage Disposal Management
1320 West Main St., Suite 411
Franklin, Tennessee 37064
Phone (615) 790-5751 Fax (615) 595-1293
www.williamsoncounty-tn.gov

**PROCEDURES REQUIRED TO OBTAIN
WILLIAMSON COUNTY INSTALLER'S LICENSE**

Installers' licenses are issued only to individuals qualified to install septic systems. Licenses are not issued to corporations, partnerships, or other business entities. Please read carefully Section 24 of the Williamson County Department of Sewage Disposal Management's *Regulations Governing On-Site Sewage Disposal* Systems regarding all licensing procedures. You may purchase a copy of these regulations at the Department of Sewage Disposal Management (WCDSM) or print a copy off the Williamson County website www.williamsoncounty-tn.gov.

Persons wishing to obtain a license to install subsurface sewage disposal systems in Williamson County must complete the following requirements:

1. Obtain and provide proof of licensing through the Tennessee Department of Environment and Conservation, Division of Ground Water Protection (TDEC-GWP), as addressed in Section 24(B)(4) of the WCDSM's *Regulations Governing On-Site Sewage Disposal* Systems. TDEC-GWP requires separate licenses for each type of system installation. Proof of the following types of TDEC-GWP Installer Licenses will be required in order to obtain the corresponding Williamson County Installer Licenses.
 - a. License for Conventional Systems: A Williamson County License to install Conventional Systems will require proof of Installer License for Conventional Systems from TDEC-GWP.
 - b. License for Alternative Systems: A Williamson County License to install Alternative Systems will require proof of Installer License for Low Pressure Pipe Systems and Mound Systems from TDEC-GWP.
2. Complete and submit a WCDSM *Application for Subsurface Sewage Disposal Systems Installer License* form.
3. Provide a Letter of Credit or Surety Bond in the amount of \$6,000 for Conventional, \$16,000 for Alternative, or \$22,000 for both Conventional and Alternative. The Williamson County License period is July 1 through June 30, therefore your Letter of Credit or Surety Bond must mature on June 30.
4. Pay an annual license fee in the amount of \$240 for Conventional, \$250 for Alternative, or \$490 for both Conventional and Alternative. Please make your check payable to WCDSM. This fee will be paid at the beginning of each renewal of license and will be prorated, if necessary, to a June 30 maturity.
5. Rent and view the WCDSM's installation video. The department requires the submittal of a \$25 rental fee and \$25 refundable deposit in two separate checks. The deposit will be refunded when the video is returned.

6. Meet with the department Director and/or Inspectors to discuss the WCDSDM's *Regulations Governing On-Site Sewage Disposal Systems*, and answer any questions you may have regarding proper installation of septic systems and department inspection procedures.
7. Successfully complete a probationary period prior to the final confirmation of their license which will include the applicant's first five subsurface sewage disposal system installations under the direct supervision of the Department of Sewage Disposal Management. These first five installations will allow confirmation of the applicant's qualifications.

Your Williamson County Installer License will be mailed to you upon completion of the above requirements. Once you have been licensed in Williamson County, it will be your responsibility to know when your Letter of Credit or Surety Bond expires, when your TDEC-GWP Licenses expire, and when your license fees are due. Should your Letter of Credit, Surety Bond, or TDEC-GWP Licenses expire, or if your License fees are not paid by the renewal date, your name will be immediately removed from our list of approved installers and no requests for inspections will be accepted until your licensing requirements are in compliance.

Any Installer License issued by WCDSDM is valid in Williamson County only.

Please contact our office at 615-790-5751 if you have any questions.



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**APPLICATION FOR SUBSURFACE SEWAGE DISPOSAL SYSTEMS
INSTALLER'S LICENSE**

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

Business Name: _____

Address (if different from above address): _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

Type of License Applying For:

☐ Conventional ☐ Alternative ☐ Conventional & Alternative

Surety Provided By:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Name: _____

Form of Surety:

☐ Letter of Credit ☐ Surety Bond Amount of Surety: \$ _____

Pursuant to the rules and regulations of the Williamson County Board of Health, the undersigned hereby applies for a license as a subsurface sewage disposal systems Installer, and agrees to comply with all terms and conditions of the Williamson County Department of Sewage Disposal Management's *Regulations Governing On-Site Sewage Disposal Systems*.

Applicant Signature

Date

Note: Only an original application with color County Seal will be accepted by the Department of Sewage Disposal Management.